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State of New Jersey
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DEPARTMENT OF LAW AND PUBLIC SAFETY
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February 6, 2015
NOTICE OF JOB VACANCY
#15-13B

An opportunity currently exists in the classified service within the Department of Law and Public Safety, Division of State Police, for permanent State of New Jersey employees who meet the requirements listed below:

TITLE: Guard

SALARY: \$30,122.09 - \$41,913.62

LOCATION: Division of State Police
Office of State Governmental Security
River Road
W. Trenton, NJ 08628-0068
Mercer County

NUMBER OF POSITIONS AVAILABLE: Fifteen (15)

DUTIES: Conduct patrols and provide visual observation of state buildings, property and equipment to stop theft, damage, and infraction of rules. Prevent unauthorized persons from entering the grounds and buildings. Maintain order to prevent injury and disturbances. Escort or remove offenders from the premises with a minimum of disturbance to office routine. Answer questions and give directions relevant to services provided by the assigned post. Conduct periodic property checks during operational and non-operational hours. Check employee and visitor identification in a manner consistent with facility's post orders. Issue building visitors passes that comply with established rules and regulations. Note and report significant or unusual conditions, and write periodic incident reports. Properly utilize assigned security radio and or telephone equipment. Provide assistance during building evacuations. Open and close offices and deactivate and activate intrusion detection systems.

REQUIREMENTS: This is an entry level position and as such there are no formal education and/or experience requirements.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

If you possess the required experience and education and are interested in the above position, please send a cover letter (including job vacancy number) and current resume before the closing date of February 26, 2015 to:

Jessica Chianese, Division of State Police
Office of Human Resources
PO Box 7068, W. Trenton, NJ 08628-0068
lppchij@gw.njsp.org

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

